

**DRAFT**

**RULES OF OPERATION**

**RUSSIAN RIVER WATERSHED COUNCIL**

**ARTICLE I. PURPOSE**

The purpose and mission of the Russian River Watershed Council is to protect, restore, and enhance the biological health of the Russian River and its watershed through a community-based process which facilitates communication and collaboration among all interested parties.

The Russian River Watershed Council's primary goals are:

- 1) To ensure the recovery of the Russian River and its watershed to a condition such that the native wild anadromous fishery recovers to healthy and sustainable level;
- 2) To ensure a strong, healthy and diverse economy in the Russian River region; and
- 3) To promote stewardship of the Russian River and its watershed by developing an informed and engaged citizenry.

**ARTICLE II. RUSSIAN RIVER WATERSHED COUNCIL (RRWC)  
MEMBERSHIP**

Section 1: The RRWC is comprised of four (4) caucus groups that support public involvement. The primary function of each RRWC caucus is to select members to represent that caucus on the RRWC. Membership shall be open to all persons who wish to participate and who meet the qualification set forth by the caucus that they wish to join.

Section 2: The RRWC is committed to a policy of fair representation, which does not discriminate on the basis of race, physical handicap, sex, color, religion, sexual orientation, or age.

**ARTICLE III. RRWC MEMBERS**

Section 1: The number of members of the seated RRWC will be 75, with 4 representative caucuses; 18 members from the economic caucus; 18 members from the environmental caucus; 18 members from the public caucus; and 22 members from the agencies caucus. There are 57 voting members on the RRWC representing the economic, environmental, and public caucus groups plus one representative from each Resource Conservation Districts in the Russian River Watershed.

- The economic caucus is comprised of members represent business and labor organizations and economic interests.
- The environmental caucus is comprised of organizations that represent environment interests.
- The public caucus is comprised of persons who do not necessarily align themselves with either the economic or environmental caucuses.
- The agencies caucus is advisory to the RRWC and is comprised of Federal, State and local governmental agencies to provide technical assistance and support for the RRWC.

Section 2: The RRWC caucus memberships are responsible for selecting alternates to represent their interests. An alternate designated by a voting member will fulfill the responsibilities of the voting member if the voting member is not available to serve.

Section 3: The RRWC will strive to achieve a geographic balance of Sonoma and Mendocino Counties and will share the mission and goals of the RRWC.

Section 4: Election of new RRWC members or election of current RRWC members to a second term will be done by the caucus they represent and will occur as the first item of business at the last caucus meeting of the year. The new membership will be approved by the RRWC at the first general meeting of the new year.

Section 5: The duties of the voting members of the RRWC will include attending RRWC meetings, to serve and participate in one or more work groups and to work to fulfill the goals of the mission statement.

Section 6: The voting members of the economic and environmental caucus must have on file a letter that states authorization from the organization they represent. The Public caucus must have on file a letter stating their support of the RRWC as a public caucus representative.

Section 7: No compensation will be paid to any member of the RRWC for services as a member of the RRWC. By resolution of the RRWC and if funds are available for that expenditure, reasonable expenses may be allowed for attendance at regular and special meetings of the RRWC.

#### **ARTICLE IV. MEETINGS OF THE RRWC**

Section 1: At all meetings of the RRWC, the voting members will be entitled to cast one vote on any motion coming before the meeting.

Section 2: At a RRWC meeting, a ( ) majority affirmative vote of the RRWC members present is required to pass a motion before the board.

Section 3: Meetings of the RRWC may be called by the voting RRWC members or the Steering Committee in emergencies. The meetings of the RRWC, the work groups and the Steering Committee will be held on an as needed base. There will be a minimum of quarterly meetings of the RRWC.

Section 4: Notice of meetings of the RRWC must be sent to individuals who have requested notification and must be mailed at least 10 calendar days prior to the day such a meeting will be held.

Section 5: RRWC meetings will be facilitated by a person or persons designated by the Steering Committee

## **ARTICLE V. OFFICERS**

Section 1: Annually, the Steering Committee will elect an Executive, comprised of three Steering Committee members, one from each caucus. Actions by the Executive shall be unanimous, or resolved by the Steering Committee.

The duties of the Executive, in rotation, will be limited to presiding at all meetings of the RRWC and as general representatives of the affairs of the RRWC. The presiding Executive members will also chair Steering Committee meetings during their rotation.

The Executive, pursuant to authorization and direction from the Steering Committee, will execute and oversee all contracts and other written instruments that may be required or authorized by the RRWC for the proper and necessary transaction of RRWC business.

Section 2: Any member of the Executive may be removed by ( ) vote of the Steering Committee after 5 days notice of notice to consider such removal has been given to all members of the Steering Committee as well as the Executive member in question.

Any member of the Executive may be removed by ( ) vote of the RRWC membership subject to the same notice as above.

Section 3: A vacancy in the Executive may be filled by a ( ) majority affirmative vote of the Steering Committee for the unexpired portion of the term. The replacement must be from the same caucus as the original Executive member.

Section 4: The Steering Committee will appoint one of its members to oversee the keeping of RRWC records and one member to have general charge of RRWC finances.

## ARTICLE VI. COMMITTEES

### Section 1: Steering Committee Members

- The number of members of the RRWC Steering Committee will be 9 members, 3 from each voting caucus.
- The Steering Committee will be members of the RRWC, will representative of the Public Caucus, Economic Caucus, and Environmental Caucus, will try to achieve a geographic balance of Sonoma and Mendocino Counties and will fulfill the mission and goals of the RRWC.
- The Steering Committee members are responsible for selecting an alternate to represent their interest if a member will be absent from a Steering Committee meeting.
- The Steering Committee shall act as an advisory board to the RRWC. The Steering Committee is responsible selecting the Executive, for developing the agenda, for providing recommendations for procedural issues and other actions as directed by the RRWC. The Steering Committee, in addition to the powers conferred upon it by these rules, will have such additional powers and duties as may be prescribed from time to time by the RRWC.
- Election of new Steering Committee members or election of current Steering Committee members to a second term will be done by the caucus they represent and will occur as the first item of business at the last caucus meeting of the year.
- The term of the Steering Committee members will be two (2) years. To stagger the terms, the Steering Committee caucus representatives will determine who will serve for one, two, and three year terms during the first term of office.
- No compensation will be paid to any member of the Steering Committee for services as a member of the committee. By resolution of the board and if funds are available for that expenditure, reasonable expenses may be allowed for attendance at regular and special meetings of the committee.

### Section 2: Meetings of the Steering Committee

- The Steering Committee will hold regular meetings to support the operation of the RRWC at such place as may be designated in the notice of the meeting.
- Ten (10) calendar days prior to the general RRWC meeting the agenda will be mailed. Fifteen (15) calendar days prior to the RRWC meeting the Steering Committee will meet to set the agenda. Any proposals for inclusion onto the agenda must be presented to the Steering Committee.

- The Executive or three (3) Steering Committee members may call special meetings of the Steering Committee at any time. A five (5) day notice will be given to all Steering Committee members.
- At all meetings of the Steering Committee, the members will be entitled to cast one vote on any motion coming before the meeting. Five (5) Steering Committee members with at least one representative from each voting caucus will constitute a quorum at all Steering Committee meetings.
- At a meeting at which there is a quorum present, a ( ) majority affirmative vote of the members present is required to pass a motion before the board.

Section 3: The RRWC and/or the Steering Committee may designate work groups.

Participation on the work groups is open to all interested parties. Each work group will have at least one Steering Committee member on it to act as a liaison for the work group. Each work group will consist of at least one coordinator and two or more RRWC members. The work group will select the coordinator of the work group. The studies, findings and recommendations of work groups will be reported to the RRWC for consideration and action. Work groups may adopt such rules for the conduct of business as are appropriate and as are not inconsistent with these rules. The RRWC will have the following standing work groups.

- *Budget Work Group*
- *Public Outreach and Education work group*: Inform the public of watershed problems and solutions. Ensure that accurate informed information is provided. Develop and distribute information through a newsletter, webpage, brochures, media packets, and informational packets to libraries and schools. Provide information to schools by conducting workshops, curriculum units, and materials for resource libraries in the classrooms.
- *Salmonid Restoration work group*: Develop a historical understanding of the salmonid population and the factors and processes that impede restoration. Define the lost economies associated with anadromous fish. Identify the salmonid recovery objectives and ways to achieve those objectives. Promote Federal and State agency involvement in salmonid recovery. Evaluate the best ways to remove migration barriers in the main stem and selected tributaries.
- *Water Quality, Supply, and Quantity work group*: Assess impacts of developing new water supplies, to determine flows in all tributaries and main stem and impacts of fluctuating flows. Assess water quality data/testing including point and non-point sources. Develop water conservation methods and water consumption in the watershed. Assess water policies of individual agencies. Assess impact of urbanization and agriculture on the water sources in the watershed.

- *Watershed Assessment work group:* Assess the biological health of the watershed and those factors limiting the restoration of, and supporting the preservation of, healthy salmonid populations. Develop a watershed information system to gauge watershed health and restoration through time. Form a scientific and technical panel to validate and interpret the data used to assess watershed conditions.
- *Dam Operations work group:* Organize, review, and distribute Corps documents that detail precipitation, stream flow and channel boundaries before dam construction to present. Evaluate the impacts of the public and private dams in the Russian River watershed. Develop alternatives for fish ladders to bypass migration barriers to fish.
- *Tributary Clean-up work group:* Develop an assessment of selected tributaries to evaluate their health and function. Conduct mapping of tributaries to identify invasive species, migration barriers, and riparian health. Support local community efforts to clean-up tributaries.

Section 3: The RRWC will designate one representative from each caucus to serve on the Executive Committee identified in the Project Study Plan.

## **ARTICLE VII. MISCELLANEOUS**

Section 1: The fiscal year of the RRWC will be October 1 through September 30.

## **ARTICLE VIII. AMENDMENTS**

The RRWC may amend these rules to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Upon written notice to the Steering Committee, any number of amendments or an entire revision of the rules may be submitted and voted upon at a general RRWC meeting. Amendments will become effective in ten (10) days.